

Town of Needham
Temporary/Seasonal Employment Policy
Personnel Administration #101

1. PURPOSE AND SCOPE

The purpose of this policy is to define procedures for the hiring of temporary/seasonal employees, and to ensure that all departments are in compliance with federal laws, state statutes and town by-laws with regard to hiring, while maintaining consistency across Departments in terms of salary rates and benefits.

2. APPLICABILITY

This policy applies to all General Government Departments.

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

Temporary/Seasonal Employment - Appointment to a position contained in the current Classification and Standard Rates of Compensation Schedule for a period not exceeding six (6) consecutive months.

4. POLICY

Department managers and appointing authorities may appoint temporary and seasonal employees to titles contained in the Classification and Compensation Schedule in accordance with the procedures outlined below. Temporary/seasonal employees are not entitled to benefits such as health insurance, paid holidays, accrued leave, or step raises, regardless of the number of hours worked per week.

5. PROCEDURES

- 5.1 Temporary/seasonal appointments must not exceed six (6) consecutive months. A specified term of service must be stipulated prior to appointment.
- 5.2 Temporary/seasonal employees must be appointed to titles which are contained in the current Classification and Standard Rates of Compensation Schedule.
 - 5.2.1 Temporary/seasonal employees will be paid at the appropriate Schedule C rate, if any, or the entry level rate of the position to which they are appointed. Upon receipt of written request from an appointing authority or department manager, the Town Administrator may adjust the rate of compensation for any temporary/seasonal position up to two (2) compensation grades in order to recruit or retain qualified temporary/seasonal employees.
 - 5.2.2 Temporary/seasonal administrative/support employees hired to complement existing departmental staffing will be paid at the entry level rate of the administrative/support

position with the lowest classification grade in the department, unless a higher rate is approved by the Town Administrator in accordance with section 5.2.1.

5.3 Compliance with Hiring Procedures

5.3.1 Department managers/appointing authorities making temporary/seasonal appointments must follow the general hiring procedures outlined in the Hiring Policy, the Recruitment Policy, and the Certificate of Necessity provisions contained in the Staffing Controls portion of the Personnel By-law.

5.3.2 In accordance with the Staffing Control provisions of the Personnel By-law, Certificates of Necessity are only required for temporary appointments exceeding six consecutive weeks.

5.3.3 Department managers or appointing authorities who expect to make a number of temporary/seasonal appointments in a given fiscal year are encouraged to develop a "Blanket Certificate of Necessity" at the beginning of the fiscal year to cover one specific position (or class of positions) during that year.

5.4 Recruitment Expenses Subject to availability of appropriation and the advance approval of the Town Administrator, appointing authorities may make such reasonable expenditures as they deem necessary and proper for the travel and accommodation expenses for temporary/seasonal appointments to positions under their jurisdiction.

5.5 Per Diem Provision In lieu of the expense reimbursement provided in section 5.4, the Town Administrator may authorize the establishment of a per diem to compensate a temporary/seasonal employee for costs associated with travel and accommodation.

5.6 Reporting The Town Administrator/designee shall provide the Personnel Board with regular reports as the Personnel Board may require as to actions taken in accordance with Sections 5.2 and 5.5 of this policy. Such reports will include all documentation submitted to the Town Administrator in support of the request and any written response provided by the Town Administrator to the appointing authority